

THE NAVAJO NATION  
Department of Personnel Management  
JOB VACANCY ANNOUNCEMENT

Requisition No: **DNR0237453**

Date Posted: **01/28/13**

POSITION NO: **209889**

Closing Date: **02/08/13**

CLASS CODE: **1191**

POSITION TITLE: **Deputy Division Director**

DEPARTMENT NAME: **Division of Natural Resources**

DEPARTMENT NO: **23** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R70A**

Days: **Mon - Friday**

Permanent: ☒

SALARY:

Hours: **8 a.m.-5p.m.**

Temporary: ☐

Duration: \$ **\$63,564.80** Per Annum

Part-Time: ☐

No. of Hrs/Wk: **40** \$ **30.56** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Completes and ensures alignment of plans, goals and objectives for the Division are consistent with the Office of the President and Vice President; Assists the Division Director and prioritizes goals and objectives for each Department under the Division, involved with the overall Division budget process, assists the Division Director with budget vision, priority and Direction, ensures completion of projects to be completed through the Department and Program Managers under the Division. Meets with and coordinates all division activities with outside government and private entities, work with federal, state and local agencies in completing tasks associated to Natural Resource initiatives. Maintain open communication with outside agencies and governments, staff members, congressional staff and appointees. Develop and ensure implementation of internal control measures, procedures and guidelines to maintain Division/Department accountability and control measures, conduct bi-weekly meetings with Department and program managers to ensure proper and smooth operation of the Division, reports regularly on the Division performance and accomplishments to the OPVP, ensure effectiveness of direct service delivery to the local communities by the Division, completes monthly and quarterly reports of the Division goals, objectives, expenditures and master plan to the OPVP.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Masters' Degree in Public Administration or Business Administration or a related field.

**Experience:**

Six (6) years of administrative, management experience which must include five (5) years of supervisory experience, or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training, applicant must submit copies of degrees, transcripts, current certificates etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration, knowledge of federal, state and local regulations and governing principles of tribal operations relative to project/program responsibilities, knowledge of budget and reporting systems, program analysis and performance measures, project/program operational activities, mission and client service requirements, skill in developing and analyzing program operation systems, procedures and controls, skill in preparing and developing documents and reports, computer databases and spreadsheet files, skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advising and directing subordinate staff.

**License/Certification Requirements:**

Applicant must possess a valid State Driver's License and ability to obtain a Navajo Nation Operator's Permit.

**Veterans Preference Applies.**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**